

USU BUSINESS RULES GUIDE FOR DEFENSE TRAVEL SYSTEM (DTS)

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1. OVERVIEW

The primary governing rules and regulations for travel under the Defense Travel System (DTS) are found in Appendix O (Temporary Duty Travel Allowances) of both the Joint Travel Regulations and Joint Federal Travel Regulations, and in the DOD Financial Management Regulation (FMR) Volume 9, Travel Policy and Procedures. The Uniformed Services University of the Health Sciences has developed this Business Rules Guide to provide local policies and procedures that must be adhered to in addition to the regulations referenced above. **This version of the guide replaces the February 19, 2009 version.**

2. GOVERNMENT TRAVEL CHARGE CARD (GOVCC)

USU DOD employees and service members are required to obtain a Government Travel Charge Card (GOVCC) if they will perform three or more funded Temporary Duty (TDY) trips per year. The GOVCC will be used for official expenses only. Lodging, commercial transportation (airline and rail tickets), and rental car expenses must be placed on the GOVCC. For questions related to the GOVCC Program contact Mr. James Wolff jwolff@USU.mil (301) 295-3353 or Mr. James Bruce jbruce@USU.mil (301) 295-3496.

3. COMMERCIAL LODGING RESERVATIONS

DTS will be the primary method of making commercial lodging reservations for official funded TDY. If a traveler cannot find commercial accommodations within DTS meeting the requirements of the mission, arrangements may be made directly with the lodging facility. The traveler will bypass the lodging reservation module in DTS when lodging arrangements are made directly with the facility.

4. MILITARY LODGING RESERVATIONS

All military members performing TDY to a military installation are required to use available military facilities (BOQ, VOQ, BEQ, etc.) At this time it is not possible to use DTS to make a reservation for a military lodging facility so travelers must call the reservations desk directly and enter the daily amount of the charge in DTS.

5. ACTUAL LODGING EXPENSES

There may be times when a traveler is not able to obtain lodging within the allowable standard per diem rate. This could be a result of a special event being held at the same time the traveler is performing TDY to that location or other circumstances beyond the traveler's control. **However, personal preference is not an acceptable reason for exceeding the standard per diem lodging rate.**

Before requesting Actual Lodging Expense, travelers must attempt to find a room within the per diem rate by first using the DTS lodging module, and if unsuccessful, contacting Carlson Travel at WRAMC (202) 882-0303. Another required resource to check is *fedrooms.com*. The lodging facilities listed on this site are major hotel and motel chains participating in the GSA program. After checking DTS, Carlson, and fedrooms.com, if

there are still no rooms available within the standard allowable rate, travelers may request actual expenses for lodging from the Authorizing Official (AO.) There may be times when the available lodging at the standard rate is far enough away from a meeting or conference site that a rental car would be necessary. In this case it would be more feasible for the AO to approve the higher rate lodging and not allow a rental car if the cost of the distant lodging plus the rental car exceeds the cost of the nearby lodging.

When an AO has made a determination that Actual Lodging Expenses are authorized, it is possible to approve more than the lodging locality rate in DTS. It is University policy that an AO may approve only up to 150% in DTS unless the traveler has requested and received written approval from the Vice President for Finance and Administration (VFA) or his designee for a rate greater than 150%.

To request more than 150%, the traveler must complete USU Form 5311 "Request for Approval of Actual Expense Allowance". Once VFA approval has been received the AO may authorize in DTS the amount approved by the VFA. The traveler must scan or fax a copy of the approved USU Form 5311 into the DTS document server for the AO's verification.

All requests for Actual Expense Allowance must be approved prior to the start of the TDY. Actual Expense Allowance will not be approved after-the-fact.

6. COMMERCIAL TRANSPORTATION RESERVATIONS

The standard mode of commercial travel used for temporary duty is air. Rail may be approved by the AO when the cost is cheaper. Reservations for air travel must be made in DTS whenever possible. If it is not possible to use DTS, travelers must call the Contracted Travel Office (CTO) supporting USU, currently CWTSato Travel (formerly known as Carlson Wagonlits Travel) at (202) 882-0303. If the traveler has a GOVCC, the CTO will charge the cost of a ticket directly to the traveler's card account. If the traveler does not have a GOVCC, the ticket will be charged directly to the University's Centrally Billed Account (CBA).

The use of City Pair flights is required unless a flight is not available or the AO approves another government or other commercial fare for mission essential reasons. The AO does not have the authority to approve any fare other than coach class.

As there are three airports supporting the National Capital Region, a traveler should use the one that would be the most cost effective. The Approving Official (AO) has the authority to direct a traveler to use the airport with the least costly flight but it is not always required. Final approval of a flight is left to the discretion of the AO.

DTS supports the use of a Centrally Billed Account (CBA) for air and rail travel for travelers who do not have a Government Travel Charge Card (GOVCC.) The CBA will not be used for travelers with a GOVCC.

A valid exception to purchasing a contract fare ticket under the City Pair Program is possible if a traveler finds a cheaper fare that is available to the general public. The following restrictions apply:

1. The ticket must cost less than the City Pair or contract fare.
2. The ticket must be purchased directly from CWT/SATO at Walter Reed AMC, the DOD Contracted Travel Office (CTO) supporting the University (202) 882-0303. Travelers may not use any other travel agency or on-line provider such as Travelocity, Expedia or Priceline. **The traveler must have a Government Travel Charge Card to purchase the ticket from the CTO. The University's Centrally Billed Account cannot be used for any restricted tickets.**
3. If the ticket is non-refundable and the TDY is canceled, the traveler bears the entire cost of the ticket and all associated fees. The CTO will not accept nor provide a refund for any unused restricted tickets that were issued at the traveler's request.
4. If the traveler incurs an additional fee for any changes to the restricted ticket, the traveler bears all costs related to the change.
5. A traveler requesting a restricted ticket from CWT/Sato Travel must immediately pay for the ticket with the Individual Government Travel Charge Card, and fax a copy of the approved Travel Authorization to the CWT/SATO. CWT/SATO Travel cannot hold a reservation for a restricted ticket.

The main points in this exception are: The traveler finds the cheaper airfare and asks the CTO to issue it; the traveler must immediately pay for the ticket with his or her Government Travel Card; an approved Travel Authorization is ready to fax to the CTO; and, the traveler will not be reimbursed the cost of the ticket if the TDY is canceled, nor will be reimbursed for any fees associated with changes.

7. PREMIUM CLASS TRAVEL (First Class or Business Class)

First class travel is not authorized at any time unless approved by the Office of the Secretary of Defense, Director of Administration and Management.

Business class travel may only be approved by the President, USU. Requests for business class travel must be submitted through the Director, Administrative Support

Division to the President, USU. If approval has been granted, the traveler must contact the CTO directly to make the arrangements. DTS Approving Officials must ensure the traveler has provided a copy of the written approval from the President, USU before approving the travel authorization in DTS. The approval letter must be scanned or faxed into the DTS document server.

Travelers may upgrade a coach class ticket to business class or first class using their personal frequent flyer miles or personally paying the additional costs directly to the airline. The additional costs are not reimbursable.

8. PERMISSIVE TDY

There is no requirement to process permissive or unfunded TDY in DTS. However, it is possible to do so should a department/directorate wish to justify the employee's or military member's absence. If a permissive or no cost authorization is processed, it may not be changed to a funded authorization at a later time. The determination made at the time the authorization is approved is final.

9. RENTAL CARS

Travelers will make their rental car reservations in DTS. The available vendors are displayed in order of price (from lowest to highest) for the selected vehicle category. The standard size vehicle authorized for TDY is a compact. However, the AO may approve a higher class vehicle depending on the mission. Travelers should decline any offered insurance for vehicles rented in CONUS, Hawaii or Alaska as it is not reimbursable. Travelers will be reimbursed for rental insurance overseas and should accept the coverage. Please note that reimbursement for Global Navigation Systems is not authorized.

10. NON-FEDERAL SOURCE (ETHICS) TRAVEL

When traveling at the request of a non-Federal source, travelers must comply with the instructions provided by the USU Office of the General Counsel (OGC.) Non-Federal Source travel must be approved in advance by a University ethics official. OGC approval is not needed for travel funded by a grant.

If the TDY is going to be funded in any manner, i.e. fully or partially, a travel authorization and settlement voucher must be processed in DTS. If the TDY is entirely

“In-Kind” and the traveler will not incur any out-of-pocket expenses, it is not necessary to process a “No Cost to USU” authorization in DTS.

The following OGC links are provided for your assistance:

FAQ's <http://www.USU.mil/ogc/faq.html>

Ethics form <http://www.USU.mil/ogc/nftravel.pdf>

Questions regarding non-Federal Source should be referred to OGC at 295-3028.

11. LOCAL TRAVEL

All local travel vouchers will be processed in DTS. The “USU Policy on Reimbursement for Local Travel”, PPM03-2006 must be strictly followed. A copy of the policy memorandum can be found at <http://www.usuhs.mil/asd/prespolicymemo.html>.

12. REGISTRATION FEES

Registration fees may be paid with the departmental Government Purchase Card (GPC), a traveler's GOVCC, a personal credit card, or by personal check. The following guidance is provided to assist travelers and travel administrators pay the fees without causing a financial burden on the traveler.

- a. If the registration fee must be paid 30 or more days in advance of the TDY, the departmental purchase card should be used to avoid the traveler having to incur an out-of-pocket expense. Reimbursement is only authorized as part of the TDY settlement. If the traveler uses a Government Travel Card (GOVCC) to pay the fee, the traveler's card statement must be paid from personal funds by the statement due date. The traveler could also use a personal credit card.
- b. If the registration fee must be paid within 30 days of the start of the TDY, we still recommend the purchase card be used, but the traveler could use the GOVCC or a personal credit card. Again, if the GOVCC statement is due before the traveler can file for reimbursement, the statement must be paid from personal funds.
- c. If the registration fee is payable at the conference site upon arrival, the GOVCC or a personal card should be used as reimbursement for the TDY will be made in sufficient time as long as the traveler files a voucher promptly upon return to USUHS.

Travelers may file a local voucher for reimbursement of registration fees for conferences being held in the local area. However, if the conference is outside the local area, travel orders are required and a local voucher is not authorized.

13. ADVANCES AND SCHEDULED PARTIAL PAYMENTS (SPP)

Advances – Travelers who do not have a GOVCC can request an advance through DTS. The traveler's DTS profile must be set to "Advance Authorized". The system will automatically calculate the advance equal to 80% of the traveler's estimated reimbursable expenses. Upon completion of the voucher, the advance is automatically deducted from the total entitlements resulting in a net payment if the advance was less than the final calculation, or a debt if the advance exceeded the calculation. Travelers must repay any travel debt promptly.

Scheduled Partial Payments (SPP) – SPP are available to travelers (including those with a GOVCC) on funded TDY of 46 days or greater. Travelers who receive advances are not eligible for an SPP. Travelers who have a GOVCC are not eligible for an advance or a SPP if the funded TDY is 45 days or less.

The DTS system computes the amount of the SPP and upon completion of 30 days TDY deposits the pre-calculated amount into the traveler's financial institution. If the TDY exceeds 60 days, subsequent deposits will be made at additional 30 day intervals. **It is extremely important to make sure the expenses listed on the travel authorization are as accurate as possible as the SPP is based on the authorization amount.** Upon completion of the voucher, the SPP is automatically deducted from the total entitlements resulting in a net payment if the SPP was less than the final calculation, or a debt if the SPP exceeded the calculation. Travelers must repay any travel debt promptly.

ATM Advances - Individuals with a GOVCC may take ATM advances for an officially funded TDY. ATM advances should not be taken more than 3 days prior to departure.

14. INVITATIONAL TRAVEL (NON-DOD PERSONNEL ONLY)

Invitational travel must be processed outside of DTS. Departments will continue to prepare the USU Form 5310, Invitational Travel Order, manually through the Administrative Support Division and travelers will complete a hardcopy DD 1351-2 Travel Voucher upon completion of the travel. The travel voucher (signed by the traveler in block 20a and the Approving Official in block 21a) and copies of the Invitational Travel Order and all required receipts will be brought to FMG for payment by DFAS.

15. TRAVEL ON OTHER DOD ORGANIZATIONS FUNDS

USU personnel will be able to use DTS to process travel authorizations and vouchers funded by other DOD organizations as long as the funding organization is using DTS “Full.” The USU traveler will provide the funding organization his or her SSN in order for the funding organization to establish a line of accounting for the traveler.

When the traveler processes the authorization for the trip being funded by the other organization, the traveler will select the line of accounting specific to the funding organization. The routing process in USU DTS does not change; i.e. the traveler’s Authorizing Official (AO) is the USU AO and not the funding organizations AO.

Once the travel voucher has been approved in DTS by the USU AO, payment will be processed within 72 hours by the Defense Finance and Accounting Service.

If the funding organization is not using DTS “Full”, it will have to send a fund cite letter to the traveler and a hardcopy DD Form 1610 Travel Authorization will have to be prepared manually and submitted through ASD to FMG for processing. The traveler will have to settle the TDY using a hardcopy DD Form 1351-2 Travel Voucher and process the claim manually.

16. AIRLINE REIMBURSEMENT FOR LEAVE IN CONJUNCTION WITH TDY TRAVEL

A traveler may purchase a personal ticket when taking leave in conjunction with TDY as long as the appropriate guideline from the scenarios shown below is followed.

#1 – Traveler obtains a ticket for the official travel through the normal DTS process and then makes changes directly with the airline.

Scenario - Traveler is going TDY to San Antonio from 8/21-8/25 and wishes to take leave in Chicago from 8/17-8/20.

The traveler makes a reservation in DTS or calls the Contracted Travel Office (CTO), Carlson at WRAMC, for a city/pair flight for the official travel going directly to and from San Antonio. Cost of the city/pair ticket is \$291.00 each way.

After the ticket has been issued, the traveler contacts the airline directly to change only the outbound flight involving leave and pays the airline the additional costs for the

change. All additional costs for changes involving leave are borne by the traveler. There is no reimbursement for the traveler's additional costs if the TDY is cancelled.

The traveler uses the city/pair ticket for the return flight.

Note: As CTO's are not required to issue tickets more than 3 days before departure, the traveler will have to request the CTO issue the ticket early for there to be sufficient time to make the routing change with the airline.

#2 – Traveler Wishes to Purchase Own Ticket for Leave Segment Occurring Either Before or After Official TDY

Scenario - Traveler is going TDY to San Antonio from 8/21-8/25 and wishes to take leave in Chicago from 8/17-8/20.

The traveler submits a request to the Department Travel Approving Official requesting approval for reimbursement of a one-way ticket to San Antonio through Chicago (not using DTS or the CTO, see attached sample 1). Reimbursement is limited to the actual cost of the traveler's ticket, or the lowest unrestricted GSA city/pair airfare for the official travel, whichever is less. These rates can be found at <http://apps.fas.gsa.gov/citypairs/search/>.

If the request is approved, the traveler uploads the letter into the Substantiating Records section of DTS when processing the TDY Authorization. The traveler makes a reservation in DTS only for the leg of the journey that does not involve the leave. In this case it would be for the return leg of the TDY, San Antonio to the DC area.

The traveler purchases a ticket outside of DTS for the leg of the journey involving the leave; i.e. DC area to Chicago to San Antonio. This ticket can be purchased directly from the airlines or from any of the discount agencies such as Orbitz, Priceline, etc. The Government Travel Card cannot be used for this leave ticket. The traveler will not be reimbursed if the TDY is cancelled and the airline refuses to refund the traveler the cost of the ticket purchased for the leave segment.

#3 – Traveler is taking leave before and after the TDY and flying to the leave point each time.

Scenario – Traveler is going TDY to San Antonio from 8/21-8/25 and taking leave in Chicago before and after the TDY.

The traveler completes the request for reimbursement to the Department Travel Approving Official as in sample 1, but for a round trip ticket to San Antonio through Chicago.

The traveler does not purchase any ticket in DTS or from the CTO.

The traveler purchases a ticket outside of DTS for the entire travel. This ticket can be purchased directly from the airlines or from any of the discount agencies such as Orbitz, Priceline, etc. The Government Travel Card cannot be used for this leave ticket. The traveler will not be reimbursed if the TDY is cancelled and the airline refuses to refund the traveler the cost of the ticket.

#4 – Traveler is taking leave en-route to the TDY point and wishes to fly to the leave location and drive to the TDY point.

Scenario – Traveler is going TDY to San Antonio from 8/1 – 9/15 and wishes to fly to Houston for leave from 7/24 – 7/31 and pick up a POV and drive to San Antonio. After the TDY is over, the traveler drives back to Houston and flies to the DC area.

No reservations are made in DTS.

Traveler requests permission from the Department Travel Approving Official for reimbursement for the round trip ticket and POV mileage, not to exceed the lowest cost unrestricted GSA city/pair airfare for the official travel (see attached sample 2). These rates can be found at <http://apps.fas.gsa.gov/citypairs/search/>. Travelers will not be reimbursed if the TDY is cancelled and the airline refuses to refund the traveler the cost of the ticket purchased for the leave segment. The Government Travel Card cannot be used for this leave ticket. The authorized travel time when using POV is limited to 1 day as the travel to Houston is for personal convenience. Any excess travel time will be charged as leave.

Note: Options 2, 3, and 4 are only available to travelers taking leave away from the TDY location requiring flying to/from an airport not considered a terminal for that area. For example, these options could not be used if the TDY location is San Francisco and the leave is in San Jose. In this case the traveler would be required to purchase the ticket in DTS for the official travel.

Sample letters are attached at the end of the guide.

17. TRAVEL AUTHORIZATIONS FOR INVITED DOD TRAVELERS AT OTHER COMMANDS

When it is necessary to invite a DoD military member or DOD civilian employee to travel on a USU cost center, it is possible to provide the University's line of accounting directly to the traveler as long as the traveler is registered in DTS anywhere in the world. The sponsoring USU department submits a fully completed Cross Organization Request (attachment 1) to USU Finance's Financial Defense Travel Administrator (FDTA). The FDTA will provide the budget label in DTS to the traveler's SSN for access by the traveler at his or her home station. The traveler will process the DTS Travel Authorization through his or her command's DTS system.

The USU sponsor must require the traveler to provide a copy of the approved DTS Authorization to the USU sponsor prior to the travel start date. This allows the sponsor to ensure the expenses the traveler is requesting are appropriate. After the TDY is complete, the sponsor must also require the traveler to provide a copy of the approved DTS voucher to ensure the approved expenses were appropriate.

Once the traveler's voucher has been paid, the sponsoring department must notify the FDTA to remove the traveler from the Cross Organization within DTS. Otherwise the traveler could mistakenly use the same USU cost center again.

If the invited traveler is not registered in DTS, then a hard copy USU Form 7006, Travel Funding Authorization form must be completed and submitted to FMG, A1040B. FMG will assign a Travel Authorization number, obligate the estimated expenses in CUFS and return the authorization to the department for forwarding to the invited traveler. The invited traveler's organization will prepare a travel order using the information on the USU form. Upon completion of the TDY the USU department will follow-up with the invited traveler to ensure the settlement voucher is processed at USU.

18. APPROVING OFFICIAL

The Approving Official (AO) for travel is also the Certifying Official and may be subject to pecuniary liability for any erroneous travel payments they approve. The AO has broad authority regarding approving travel authorizations and vouchers, and as such may require travelers to change their flights to less expensive ones; deny actual expenses for lodging if the request is not properly justified; direct the use of government quarters and messes, including those in military hospitals, when performing TDY to a military installation; and require receipts of less than \$75 for certain expenses; e.g. laundry or dry cleaning.

To become an AO, one must be a USU Federal employee and hold a position of authority within a department. The employee must complete Certifying Officer Legislation

training from the DTS Home Page website

http://www.defensetravel.dod.mil/Training/DTS/COL_Training.cfm and provide a copy of the certificate to the DTS FDTA in FMG, Room A1040B.

19. VOUCHER REMINDERS

The following are a few reminders to assist travelers when filing their DTS vouchers:

1. Upload or fax all your required receipts into Substantiating Records.
2. Do not make changes to a flight in DTS once the CTO has issued the ticket. If a change is necessary, call the CTO.
3. Only claim true and accurate expenses. Make sure travelers adjust the expenses on their vouchers when they differ from those listed on their authorizations. Do not claim the original cost of an airline ticket if a change has been made resulting in a cheaper net cost. **Note that airline refunds credited to travelers GOVCC's may be owed to the University.** Promptly repay the refunds by providing a check to USUHS/FMG, A1040B. The check should be made payable to "U S Treasury" and annotated "Airline credit".
4. Check "Digital Signature" to determine the status of a voucher.

20. DTS POINTS OF CONTACT

The initial point of contact for DTS questions or problems should always be the departmental DTS administrator. If that individual is unable to assist the traveler, then for questions or problems related to registering in DTS, document routing and/or approvals, or system questions please call the DTS Help Desk at 295-3230/6408 or e-mail dtshelpdesk@USUHS.mil.

For questions related to the Business Rules Guide and DTS budgets please call the Financial DTS Administrator at 295-3496 or 295-3353, or e-mail jbruce@USUHS.mil or jwolff@USUHS.mil.

SAMPLE LETTERS REQUESTING APPROVAL TO PURCHASE A PERSONAL TICKET FOR LEAVE IN CONJUNCTION WITH OFFICIAL TRAVEL

SAMPLE 1

To: Travel Approving Official

Subject: Request Approval for Reimbursement of Personally Procured Airline Ticket for Leave in Conjunction with Official Travel

I am requesting approval for reimbursement in the amount of \$291.00 for a

personally procured airline ticket so that I may take leave at Chicago, IL before my official TDY at San Antonio, Texas from 21-25 August, 2008.

I understand that I will not be reimbursed for any ticket purchased from a Foreign Flag Carrier and that I must bear all the excess costs above the lowest unrestricted GSA City/Pair rate. I also understand I will not be reimbursed if the TDY is cancelled and the carrier refuses to refund me the cost of my personal ticket, and I cannot use my Government Travel Card for this personal ticket.

GSA City/Pair Lowest Rate (must use least costly airport):

\$291.00 one way from BWI – San Antonio

Cost of Personal Ticket

\$325.00 BWI – Chicago – San Antonio

(Signed)

Joe Traveler

To: Joe Traveler

I approve/~~disapprove~~ your request for reimbursement up to the amount you have paid for your personal ticket, but not more than \$291.00. If your TDY is cancelled and the airline refuses to provide you a refund, the University will not reimburse you any portion of the cost of your personal ticket.

(Signed)

Travel Approving Official

SAMPLE 2

To: Travel Approving Official

Subject: Request Approval for Reimbursement of Personally Procured Airline Ticket and Mileage for Leave in Conjunction with Official Travel

I am requesting approval for reimbursement in the amount of \$582.00 for a

personally procured airline ticket and mileage so that I may take leave at Houston, TX before and after my TDY at San Antonio, Texas from 1 August – 15 September.

I understand that I will not be reimbursed for any ticket purchased from a Foreign Flag Carrier and that I must bear all the excess costs above the lowest unrestricted GSA City/Pair rate. I also understand I will not be reimbursed if the TDY is cancelled and the carrier refuses to refund me the cost of my personal ticket, and I cannot use my Government Travel Card for this personal ticket.

GSA City/Pair Lowest Rate (must use least costly airport):

\$582.00 round trip from BWI – San Antonio

Cost of Personal Ticket: \$362.00 round trip from BWI – Houston

Mileage from Houston to San Antonio and Return: 398 @ \$.585 per mile = \$232.83

Total Cost: \$594.83

(Signed)

Joe Traveler

To: Joe Traveler

I approve/~~disapprove~~ your request for reimbursement up to the amount you have paid for your personal ticket and mileage, but not more than \$582.00. If your TDY is cancelled and the airline refuses to provide you a refund, the University will not reimburse you any portion of the cost of your personal ticket, and you would have no entitlement to mileage.

(Signed)

Travel Approving Official

Rule 15. Attachment 1.

To: FMG, Attn: FDTA

Date: _____

From: _____
DepartmentRequestor _____
Name

Subject: Request for DTS Cross Organization of Funds

Request FMG process a DTS Cross Organization of Funds to the following individual. We have confirmed the traveler is enrolled in DTS.

NAME/GRADE/RANK: _____

SSN: _____ Traveler's Command/Unit: _____

PHONE/OFFICE: _____, E-MAIL _____

(ITINERARY): FROM: _____
Location (Military Base), City, StateTO: _____
Location (Military Base), City, State

DATES AND PURPOSE: OF TDY: _____

Dept. Cost Center: _____ DTS Budget Label: _____

Per Diem	Travel	Other	Total

(To be entered by the sponsoring USU department).

Note: The USU sponsor is responsible for ensuring the traveler provides the department a copy of the approved DTS Authorization prior to the start of the TDY and a copy of the approved Travel Voucher to make sure the trip estimates and payment are correct and reasonable. The department requestor will immediately notify the FMG FDTA to retract the budget label from the traveler once the voucher has been paid.

Name and Signature of Department Approving Official_____
Date_____
Signature of FMG FDTA_____
Date